DEPARTMENT OF THE NAVY

NAVAL RESERVE READINESS COMMAND REGION TWENTY TWO
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NAVAL STATION EVERETT, WASHINGTON 98207-2600

NAVRESREDCOMREG22INST 2280.2A CH-1
N31
20 Apr 99

NAVRESREDCOM REG TWO TWO INSTRUCTION 2280.2A CHANGE
TRANSMITTAL 1

Subj: SECURE TELEPHONE UNIT (STU-III) IMPLEMENTATION POLICIES
       AND PROCEDURES

1. Purpose. To transmit change one to the basic instruction.

2. Action. Make the following pen and ink change:

    a. Enclosure (1), add a "Copy to:" block with NAVRESREDCOM
REG TWO TWO (N31) as the recipient.

                                         J. M. LOWE
                                         By direction

Distribution:
NAVRESREDCOMREG22INST 5216.1J
LIST B

Stocked:
NAVRESREDCOMREG TWO TWO (N01A)

NAVRESREDCOMREG22INST 2280.2A
N31
25 Mar 99

NAVRESREDCOM REG TWO TWO INSTRUCTION 2280.2A

Subj: SECURE TELEPHONE UNIT (STU-III) IMPLEMENTATION POLICIES AND PROCEDURES

Ref: (a) Communications Material System 6 (CMS 6) of Oct 90
 (b) Electronic Key Management System (EKMS)-702.01: STU-III Key Management Plan of 1 Oct 89 (Revision Jan 93)
 (c) Electronic Communication Management System ltr 2280 Ser T20/737 of 1 Dec 88

Encl: (1) Sample Letter of Appointment
 (2) Sample STU-III COMSEC Material Acknowledgment Form
 (3) Making a Secure Call
 (4) Local Custody COMSEC MATERIAL REPORT (SF-153)
 (5) Accountability Legend Codes Defined
 (6) Sample CIK Data Log

1. <u>Purpose</u>. To provide guidance to all STU-III Local Holder Account Custodians and alternates at Reserve Activities assigned to REDCOM 22. This instruction amplifies the guidelines to follow and consolidates the information contained in references (a) through (c). In addition, it precludes the requirement in reference (b) for all Reserve Activities to develop their own instructions. Since the management of the STU-III system shifted from local control to control by Mobile Inshore Undersea Warfare Units (MIUWU), this instruction has been totally rewritten and must be read in its entirety.

2. <u>Cancellation</u>. NAVRESREDCOMREG22INST 2280.2

3. <u>Background</u>. The STU-III system provides communication security for the public telephone network. STU-III terminals are essentially desktop telephones that can operate in either a clear or secure mode. In order to operate in a secure mode, the terminal must be loaded with keying material, and a crypto-ignition key (CIK) must be inserted into the terminal. In addition, specific logs must be maintained to properly account for material. This instruction publishes guidelines to follow and consolidates the information contained in references (a) through (c).

4. <u>Action</u>. All REDCOM 22 field activities must ensure compliance with this instruction, and any additional requirements outlined by the MIUWUs that provide Center support.

5. <u>Local Holder (LH) Account</u>. All Reserve Activities assigned to REDCOM 22 have LH accounts that are sub-accounts of an assigned MIUWU COMSEC Account. That is, the LH receives its STU-III material support from an established nearby Communications Security Material System (CMS) Account or SCA. The CMS Account or SCA from which the LH command or element draws its material support is often referred to as the "parent" account command. Unlike a full-fledged account, a LH account has no account number of its own, nor does it receive its STU-III material directly from the Electronic Key Management System Central Facility (EKMS CF) or STU-III terminal vendors. Instead, all of the material required by the LH account is provided by the parent account command. Except for these few differences, however, a LH account functions in much the same way as its supporting or parent account.

    a. <u>STU-III Local Holder (LH) Custodian Designation Requirements and Duties</u>

        (1) <u>Personnel Requirements</u>. The STU-III LH command or element must designate a LH Custodian and at least one Alternate Custodian to manage the STU-III materials received from its Parent Account Command (enclosure (1)).

        (2) <u>Designation Requirements</u>. The minimum designation requirements for LH Custodians of STU-III materials only (that is, not also of traditional COMSEC materials) are the same as for SCA Custodian and Alternates:

        (a) be a U.S. citizen;

        (b) be a commissioned officer or enlisted person grade E-6 or above, or a civilian government employee GS-7 or above. The custodian or alternate must have at least six months of government service:

        (c) possess a security clearance equal to or higher than the highest classification of material to be held in the account.

        (3) Each time a new LH Custodian or Alternate is appointed, a new Letter of Agreement (LOA) will be provided to the Parent Account Command.

        (4) <u>LH Custodian Limitations and General Policy</u>. All LH Custodians and their Alternates will comply with the following:

        (a) A LH Custodian (or Alternate) of one account may not issue STU-III materials to another account or LH account.

(b) All STU-III materials issued to users must be issued on local custody.

(c) A LH Custodian (or Alternate) of one account may not receive STU-III material from any account other than the parent or supporting account.

(d) Commands, units, or elements of another service or department, or civilian contractors receiving STU-III COMSEC support as a LH, are required to comply with the same requirements for safeguarding STU-III material as the supporting account.

(e) Waivers of any of the above requirements must be requested to Director, Communications Security Material System (DCMS) (Code 20) with an information copy to the requesting activity's administrative chain of command and parent account command. A point of contact, the parent account number, and a DSN or commercial telephone number must also be included.

(5) Relationship to the Parent Command. More often than not, the LH command or element is organizationally subordinate to the parent account command. Whenever the Commanding Officer of the LH account is different from the Commanding Officer of the parent account, a LOA is required. In the LOA, the LH command must agree to adhere to the policy and procedures of this publication and of the STU-III instructions issued by the parent account command concerning the proper security, control, accountability, and destruction of STU-III material held by the LH command. LOAs between parent account commands and LH commands must be updated at every change of command or every three years, whichever comes first.

(a) In matters involving the LH accounts STU-III material holdings, the LH Custodian must have direct access to the parent CMS Account or SCA Custodian.

(6) STU-III LH Custodian Responsibilities and Duties. LH Custodians (and their Alternates) are responsible to their respective Commanding Officers for the proper management and administration of STU-III material held by the command as well as to the parent account command for the proper accountability, security, control, and destruction of STU-III materials received. Specific duties to be performed by LH Custodians follow:

(a) Provide the Commanding Officer of the LH command or element with information about new or revised STU-III policies procedures and their impact on the command.

(b) Follow written instructions issued by the parent account command governing storage, handling, inventorying, and disposition of STU-III materials.

(c) Provide written guidance and appropriate extracts from this document concerning STU-III material handling, accountability, and disposition to user personnel. (Enclosure 2) Emphasis should be placed on accountability, security, and the identification of potential or actual compromises. User training must also include proper STU-III key loading and use. (enclosure 3)).

(d) Ensure the proper local inventory of STU-III keying material, terminals, and associated CIKs used to and/or created by users.

(e) Keep the Alternate LH Custodian(s) informed of the status of the account so that the Alternate(s) is fully capable of assuming the Custodian's duties at all times.

(f) Maintain and locally account for STU-III COMSEC keying material, CIKs (to include Master CIKs), and STU-III terminals.

(g) Ensure that STU-III terminals are electronically rekeyed as required.

(h) Ensure that all amendments to the governing instructions are entered promptly and correctly.

(i) Complete, maintain, and forward required accounting records and reports to the parent account custodian.

(j) Issue STU-III COMSEC keying material, terminals, and associated User CIKs on local custody to properly cleared and authorized persons.

(k) Perform STU-III key loading and CIK creation as required.

(l) Incorporate emergency destruction procedures into the LH commands overall Emergency Action Plan.

(m) Report immediately to the Commanding Officer of the LH command or element any known or suspected insecure practice or STU-III Material Incident involving STU-III COMSEC materials and follow the reporting instructions outlined in the written instructions issued by the parent account command.

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b. Required STU-III LH Account Files, Records, and Logs.
LH Account Custodians must maintain, at a minimum, the following
files, records, and logs:

(1) Applicable Chronological File Records (e.g., Running
Inventory);

(2) Correspondence, Message, and Directives File;

(3) Local Custody File;

(4) CIKs and Keyed Terminal Records.

c. Responsibility for Reporting STU-III Material Incidents
and Insecure Practices. The responsibility for deciding who must
report STU-III COMSEC Material Incident and Insecure Practices
that occur at the LH level rests with the parent account command.
This reporting responsibility should be clearly outlined in the
LOA prepared by the parent account and issued to the LH command.

5. Accountability

(a) Local Custody Issue: "Local" SF-153's are used to issue
STU-III terminals and CIK's to users on local custody. STU-III
keying material and "Master" CIK's may not be issued to users but
must be retained by the SCA custodian (or alternate(s)). See
enclosure (4) for instructions on completing and using a SF 153
local custody document for local custody issue.

(b) Accountability Legends (AL) Codes. AL codes are
assigned to STU-III keying material and terminals to help users
determine how to account for these items within the CMS. The AL
codes identify the minimum COMSEC accounting controls required
for STU-III keying material and terminals. Enclosure (5)
provides a complete explanation of AL codes and accountability.

(1) The AL code assigned to the STU-III terminal is
AL-1.
(2) The code assigned to the STU-III Key is AL-1
(operational and seed key).

(c) Cryptographic Ignition Keys. CIKs are not assigned an
AL code, and are not accountable to the Key Management System or
to the DCMS. However, once created, they must be accounted for
locally by the custodian. Local accounting records must contain:

(1) Serial number of CIK;

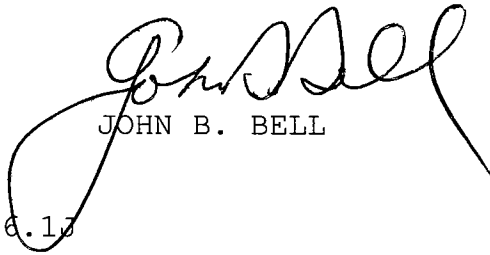(2) Serial number of terminal(s) with which CIK is associated;

(3) Name, organization, and location of person to whom CIK has been issued.

(4) Custodians must maintain this information on the CIK log that accompanies each fill device (Enclosure (6)). In addition, when conducting account inventories, the custodian, or an individual designated by the custodian, must verify the location of each CIK.

6. Forms

a. SF-153 can be procured through the Navy Supply System (NSN 7540-00-042-8528)

b. All STU-III account forms are contained in reference (a).

JOHN B. BELL

Distribution:
NAVRESREDCOMREG22INST 5216.1J
LIST B

Stocked:
NAVRESREDCOM REG TWO TWO (N01A)

SAMPLE LETTER OF APPOINTMENT

Ser N00/

From: *Command Title*
To: *Parent Account Holder*

Subj: STU-III LOCAL HOLDER LETTER OF APPOINTMENT

Ref: (a) CMS 6 of Oct 90

1. Per reference (a), the following personnel are appointed as
Local Holder Custodian and alternate:

    a. Primary Custodian: _____
       Grade and SSN: _____
       Clearance level: _____

    b. Alternate Custodian: _____
       Grade and SSN: _____
       Clearance level: _____

                        _____
                        Commanding Officer

[<u>SAMPLE</u> STU-III COMSEC MATERIAL RESPONSIBILITY ACKNOWLEDGEMENT FORM]

From: Custodian or STU-III
         <u>Material Control (MC) User, as appropriate</u>
         (Printed/typed full name of individual and SSN)

To: _____
         (Name of command and recipient as well as position of
          recipient at the command (for example, LH, MC User, User)

Subj: **STU-III COMSEC MATERIAL RESPONSIBILITY ACKNOWLEDGEMENT**

Ref: (a) (Local command STU-III instruction governing the handling,
              accountability, control, and disposition of STU-III COMSEC
              material)

1. I hereby acknowledge that I have read and understand reference (a).

2. I assume full responsibility for the proper handling, storage,
inventorying, accounting, transfer, and disposition of the STU-III
COMSEC material held in my custody and/or used by me or those under
my supervision.

3. I have received a copy of reference (a) from the (CMS/STU-III
custodian, Local Holder custodian, or STU-III Material Control User).
If at any time I am in doubt as to the proper handling of the STU-III
COMSEC material I am responsible for, I will immediately contact the
CMS/STU-III custodian, etc. (as appropriate) and request advice.

4. Before departing on extended leave, TAD, and upon my detachment,
I will check out with the CMS/STU-III Custodian, Local Holder custodian,
or STU-III Material Control User (as appropriate).

                          SIGNATURE: _____

                               DATE: _____

NOTE: Every person to whom STU-III COMSEC material is issued must
complete the above Responsibility Acknowledgement Form.

MAKING A SECURE CALL

A secure call begins as a nonsecure call. For the STU-III to be able to go into a secure mode, both parties must insert and turn the Crypto Ignition Key (CIK).

To place a secure voice call, use the following procedures.

1. Have a CIK that is valid for the STU-III you are using. The STU-III custodian or alternate can make one available to you if one is not available.

2. Pick up the receiver and place a nonsecure call to another STU-III located at the distant command you are calling. When the party answers, announce intentions of making a secure call so they can obtain a CIK and insert it into their STU-III. NOTE: SPEAKERPHONE option cannot be used when going into secure mode.

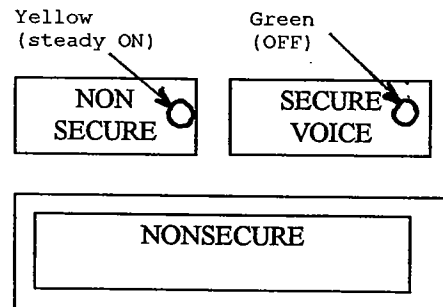Yellow
(steady ON)

NON SECURE

NONSECURE
918005551212
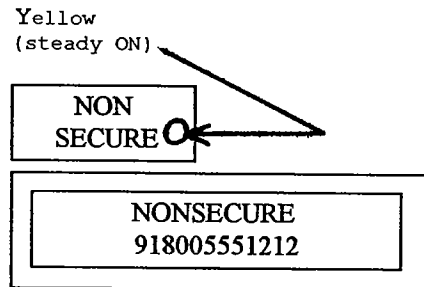
3. Both parties should have CIK keys inserted into the receptacle and have them turned clockwise.

4. One of the parties will initiate going secure by pressing the SECURE VOICE button (either party can do this, but not BOTH); terminal will respond with a message in the window. Terminal initiating SECURE mode will interrogate distant STU-III for Identification. When the line becomes SECURE, a brief 'chirp' will be heard in the ear piece. The yellow light will go off and the Green light will be steady ON. Identification of distant terminal will be displayed along with highest common security classification.

Yellow
(steady ON)

Green
(blinking)

NON SECURE

SECURE VOICE

NONSECURE FDX
GOING SECURE
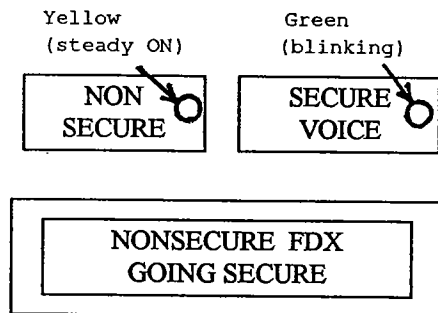
NOTE: If line will not go secure contact the STU-III custodian or alternate. If during the SECURE mode one of the terminals goes NONSECURE, an alarm will sound.

Yellow
(steady ON)

Green
(OFF)

5. Prior to termination of the call, both parties will press the NONSECURE button to restore phone to NONSECURE mode. Terminal will indicate when it is in a NONSECURE mode.

NON SECURE

SECURE VOICE

6. Replace handset to terminate call.

NONSECURE

| | TRANSFER | | INVENTORY | | DESTRUCTION | | HAND RECEIPT | X | OTHER (Specify) Issue   Local Custody |

| 2. FROM (Name of STU-III Custodian (Account or LH) or MC User and Custodian/User Location (Bldg #, Office #, etc.)) | Enter only if Account Custodian is Originator STU-III Custodian or MC User (As Appropriate) | ACCT. NO. | 4. DATE OF REPORT (Yr., Mo., Da.) Date of Issue | 5. OUTGOING NUMBER Leave blank |
| | | | 6. DATE OF TRANSACTION (Yr., Mo., Da.) | 7. INCOMING NUMBER |

| 3. TO (Name of LH Custodian or User (As Appropriate)) | | ACCT. NO. | 8. *ACCOUNTING LEGEND CODES 1. ACCOUNTABLE BY SERIAL NO. IN CMCS 2. ACCOUNTABLE BY QUANTITY IN CMCS 3. ACCOUNTABLE BY SERIAL NUMBER IAW SERVICE/AGENCY DIRECTIVES 4. INITIAL RECEIPT CONTROL IAW SERVICE/ AGENCY DIRECTIVES |

9.	SHORT TITLE	10. QUANTITY	11. ACCOUNTING NUMBERS BEGINNING	ENDING	12. ALC	13. REMARKS
1	STUA10	1		881792	11	
2	STUA20	1		106	11	
3	STUA30	1		187	1	
4	STUG40	1		581	1	
5	USKAU 1003 BB	1		6051	1	
6	USKAU 1003 BB	1		6052	1	
7	USKAU 1003 BB	1		6053	1	
8	USKAU 1003 BB	1		6054	1	
9	TOTAL LINES 8 TOTAL QUANTITY 8					

"I, the person whose signature appears below, certify that I have in my possession and hold myself responsible for the STU-III materials listed above, commencing on the date indicated, and that I understand the requirements for safeguarding the same."

| 14. THE MATERIAL HEREON HAS BEEN | | RECEIVED | | INVENTORIED | | DESTROYED |

15. SIGNATURE OF COMSEC CUSTODIAN	17. SIGNATURE OF: ☐ WITNESS ☐ OTHER (Specify)
16. TYPED OR STAMPED NAME, GRADE, SERVICE	18. TYPED OR STAMPED NAME, GRADE, SERVICE
19. FOR DEPARTMENT OR AGENCY USE:	

| | | 20. PAGE 1 of 1 PAGES |

NSN 7540-00-935-6880   ORIGINAL   STANDARD FORM 153 (Rev. 9-79) PRESCRIBED BY DOO DOO KAG-1 153-116

An example of an SF 153 used to document the local custody issue of STU-III terminals and key to LHs or Users. The blocks completed on this form are those which must be completed by the authorized issuing agent (Account Custodian, LH Custodian, or MC User). The originator of local custody issue documents must also enter the responsibility statement shown in the above example.

ACCOUNTABILITY LEGEND (AL) CODES DEFINED

The security classification of STU-III COMSEC Account (SCA) material determines how it must be safeguarded. The AL codes assigned to this material determine how it must be accounted. Three AL codes are assigned to SCA material. The degree of accountability required for each is explained below:

a. ACCOUNTABILITY LEGEND 1 (AL-1): AL-1 SCA material must be accounted for to the appropriate Central Office of Record (COR) by accounting (serial/register) number throughout its life-span, from production to destruction. AL-1 material remains recorded in the COR data base and charged to the receiving SCA until the receiving custodian either transfers or destroys the appropriate COR on an accounting report.

b. ACCOUNTING LEGEND 4 (AL-4): AL-4 SCA material is locally accountable by classification after initial receipt by the SCA custodian. Use the accounting and control procedures in OPNAVINST 5510.1 (series) to locally account for AL-4 material.

SAMPLE CIK DATA LOG

ID OF KEY ASSOC W/CIK	STU-III SER NO.	LOCAT ION	DATE CIK CREATED	CIK SERIAL NO	M=MASTER U=USER	CIK SEQ NO.	ID OF CIK USER	P H O N E NO.	DATE CIK DELETED OR ZEROIED	DATE	SIGNATURE	REMARKS